



## DEPARTMENT OF HEALTH AND HUMAN SERVICES

[Document Identifier: OS 4040-0018]

### Agency Information Collection Request; 60-Day Public Comment Request

**AGENCY:** Office of the Secretary, HHS.

**ACTION:** Notice.

**SUMMARY:** In compliance with the requirement of the Paperwork Reduction Act of 1995, the Office of the Secretary (OS), Department of Health and Human Services, is publishing the following summary of a proposed collection for public comment.

**DATES:** Comments on the ICR must be received on or before [INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

**ADDRESSES:** Submit your comments to [Ed.Calimag@hhs.gov](mailto:Ed.Calimag@hhs.gov) or (202) 690-7569.

**FOR FURTHER INFORMATION CONTACT:** When submitting comments or requesting information, please include the document identifier 4040-0018-60D and project title for reference to [Ed.Calimag@hhs.gov](mailto:Ed.Calimag@hhs.gov), or call (202) 690-7569, the Reports Clearance Officer.

**SUPPLEMENTARY INFORMATION:** Interested persons are invited to send comments regarding this burden estimate or any other aspect of this collection of information, including any of the following subjects: (1) The necessity and utility of the proposed information collection for the proper performance of the agency's functions; (2) the accuracy of the estimated burden; (3) ways to enhance the quality, utility, and clarity of the information to be collected; and (4) the use of automated collection techniques or other forms of information technology to minimize the information collection burden.

Title of the Collection: SF-428 Tangible Personal Property Report

Type of Collection: Reinstatement of an expired information collection.

OMB No. 4040-0018

Abstract: Reporting on the status of Federally-owned property, including disposition, is necessitated in 2 CFR Part 215, the “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations”, and the “Uniform Administrative Requirements for Grants and Agreements with State and Local Governments”, Additionally, Public Law 106-107, the Federal Financial Assistance Management Improvement Act requires that agencies ”simplify Federal financial assistance application and reporting requirements." 31 USC 6101, Section 3.

Agencies are currently using a variety of forms to account for both Federally-owned and grantee owned equipment and property. During the public consultation process mandated by Public Law 106-107, grant recipients requested a standard form to help them submit appropriate property information when required. The Public Law 106-107 Post Awards Subgroup developed a new standard form, the Tangible Personal Property Report, for submission of the required data. The form consists of the cover sheet (SF-428), three attachments to be used as required: Annual Report, SF-428-A; Final Report, SF-428-B; Disposition Request/Report, SF-428-C and a Supplemental Sheet, SF-428S to provide detailed individual item information when required.

Changes shall be made to the form and instructions of the SF-428-B and the SF-428-C.

Annualized Burden Hour Table

Forms	Respondents (If necessary)	Number of Respondents	Number of Responses per Respondents	Average Burden per Response	Total Burden Hours
SF-428 Tangible Personal Property Report	Grant applicants	2,000	1	1	2,000

Total		2,000	1	1	2,000
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**Sherrette A. Funn,**

*Paperwork Reduction Act Report Clearance Officer,*

*Office of the Secretary.*

[FR Doc. 2021-07039 Filed: 4/5/2021 8:45 am; Publication Date: 4/6/2021]